

Seconded National Expert for a Delegation of the European Union

Job Description

<u>Job Title:</u>	END/SNE – Political Advisor
<u>Job Location:</u>	Delegation of the European Union to the Council of Europe (CoE) – Strasbourg
<u>Job Number:</u>	314904
<u>Area of activity:</u>	Political Affairs
<u>Category:</u>	AD
<u>Duration:</u>	12 to 24 months, with possibility of extension up to 4 years

Job Content

Overall purpose:

Under the direct supervision of the Head of Delegation, analyse and report on the overall situation and developments in the Council of Europe (CoE), including in political relations with the EU and Member States, and in particular policy development in the fields of CFSP, democracy and the rule of law; analyse and report on developments in the CoE with a specific focus on human rights, including ECHR law and ECtHR case law, including the monitoring of the effectiveness of the ECHR system at the national level (preparation of meetings, follow-up, compiling Head of Delegation (HoD) files and background papers, reporting) as well as on the Western Balkans; reporting on the execution of judgments; cooperation with civil society, including INGO's; networking/liaising with permanent representations and CoE; cooperation with Commissioner for Human Rights; promote EU strategic objectives and priorities in the areas mentioned in an active manner.

Functions and Duties

Monitoring, reporting, advising and negotiating:

- Participate in and report on all relevant CoE meetings in the above fields and drafting briefings and information notes;
- Contribute to the formulation of the EU strategy and to the coherence of EU external policy activities in relation with CoE, to political dialogue and strategy; as well as to the implementation of Council of Europe initiatives;
- Monitor activities of the CoE in the areas of CFSP, human rights, democracy, the rule of law, electoral processes (including the Venice Commission), civil society, human rights defenders and access to information, including on relevant CoE conventions such as the Istanbul Convention;
- Participation in all relevant CoE meetings in the above fields and drafting reports on such meetings for the purpose of reporting to Headquarters or sharing information with EU Member States' Missions in Strasbourg;
- Analysis and Advice / Monitoring and Reporting: contribute to / assist / prepare reports regularly and timely for HoD (including early warnings, specific requests, info flashes and "think pieces") and briefings; contribute to advice on coherence of EU external policy activities in the CoE;

- Monitoring of the effectiveness of the ECHR system at the national level (preparation of meetings, follow-up, compiling HoD files and background papers, reporting);
- Contribute to preparation of, and participation in, the negotiations on behalf of the EU;
- Organising and reporting on internal EU coordination meetings at expert level in his/her field of expertise.

Networking and co-ordination:

- Develop contacts with Council of Europe secretariat and bodies and with representatives of EU Member States' diplomatic missions;
- Monitor activities supported by Council of Europe with a view to ensuring coordination in the elaboration of joint projects;
- Assist in the organisation and follow up to visits to Strasbourg of EU officials for events related to Human rights;
- Contribute to the Delegation's reporting, liaising as appropriate with headquarters, etc.

Information and communication:

- Where mandated to do so by and under the HoD supervision, contribute to explain and defend the EU/ Commission positions & EU policies to Council of Europe counterparts and member states; contribute to the Press and Information activities of the Delegation in all relevant areas;
- Present EU positions and EU thematic policies or operational responses in meetings and to EU member States, CoE bodies, third countries and civil society in Strasbourg.

Job Requirements

Education and Training: University diploma law, political science, economy, business administration or any other related issue

Knowledge and Experience: Experience of at least 3 years in the above mentioned areas at institutional level; legal/Judicial experience, including in the field of human rights; expertise in ECHR law an asset; experience with the CoE an asset; good capacity to analyse and report on complex subject matters; sound knowledge of EU institutions, CFSP, JHA, EU external action.

Skills

Linguistic skills: Thorough knowledge (capacity to write and speak) in English, French is required.

Communication skills: Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.

Interpersonal skills: Teamwork. Coordination and communication skills.

Intellectual skills: Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and solutions.

Personal skills: Dynamic. Motivated and flexible personality. Able to adapt quickly to new situations and deal with new challenges.